DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. Claha

Page 1 of 3

Agency: Howard County Government

Division/Unit: DEPARTMENT OF PUBLIC WORKS

BUREAU OF UTILITIES

FUNCTIONAL WATER & SEWER

Item No.	Description	Retention
	THIS SUPERSEDES SCHEDULE C-902	
	"The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so."	

Schedule Approved by Department, Agency, or

Division-Representative

Date:

Signature:

Typed Name: James M. Irwin

Title: Director, Department of Public Works

Schedule Approved by County Records

Management Representative

Signature:

Schedule Authorized by State Archivist

Date:

4-21-14

Signature:

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1298

Page 2 of 3

Agency: HOWARD COUNTY GOVERNMENT Division/Unit: DEPARTMENT OF PUBLIC WORKS

BUREAU OF UTILITIES

FUNCTIONAL WATER AND SEWER

Item No.	Description	Retention
1	Historical Operations Data	Retain all documents permanently in the County's Records & Information system and forward copies to MSA every five (5) years.
2	Water and Sewer Master Plan - Draft documents, computations, routine, and major amendments from 1990.	 Retain draft documents until final versions are created, then destroy the draft versions. Retain all other records permanently in County's Records & Information Management system and transfer to MSA every five (5) years.
3	Pre-Treatment Documents – Includes monitoring data	Retain all documents (except monitoring data) permanently in the County's Records & Information system and forward copies to MSA every five (5) years. Retain monitoring data for eighty (80) years in active file, and then destroy.
4	Construction Management a) Capital Project Facility/Documents Plans/Specs b) Developer Agreement Documents	a) Retain permanently in County's Records & Information Management system and forward copies every five (5) years to MSA.
		b) Retain eighty (80) years, and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1298

Page 3 of 3

Agency: HOWARD COUNTY GOVERNMENT

Division/Unit: DEPARTMENT OF PUBLIC WORKS

BUREAU OF UTILITIES

FUNCTIONAL WATER & SEWER

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Item No.	Description	Retention
5	Plant Final Effluent Flow Meter	Retain for eighty (80) years, and then destroy.
6	EPA Reports a) 503 Regulations - Class A: Pasteurized - Class B: Lime Stabilized	a) Retain all documents for eighty (80) years and the destroy.
	b) National Pollutant Discharge Elimination Systems (NPDES) – Sludge Discharge Monitoring Report (DMR)	b) Retain reports for ten (10 years in active file or until all audit requirements are completed and then destroy.

Instructions –Type or Print a separate form	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MANAGEMENT DIVI		ISION			
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		2/5	PAGE1 OF8		
Department/Agency Howard County Government / DPW	2. Division Department of Pu	ublic Works		Unit Bureau of Utilities		
,						
	elated records norma	ally filed and use		for reference as well as retention and disposition purposes.		
Record Series Title			5. Earlies	t Year/Latest Year		
Historical Operations Data				2006 to Present		
Record Series Description (Briefly describe	the types of informat	tion/documents/t	forms found	in the series. Include the purpose or function of the series.)		
Reports of Water Pumping Stations,	Sewage Pumping Si	tations, Etc.				
7. Record Series Format(s) List all	8. Record Serie	ac Coguenos	9. Volume			
	Alphabetical	es Sequence	4,000			
Letter Size Microfilm			Number			
Legal Size Computer Tape	Numerical			lle Drawer(s) licrofilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	○ Chronological			☐ Computer Tape(s) ☑ Other (specify): Electronic Records		
☐ Bound Book ☐ Video Tape	Geographical		10. Annual Accumulation			
Other (specify): Electronic Records	Other (specify)					
*			Number			
			File Drawer(s) Microfilm Reel(s)			
			☐ Computer Tape(s) ☑ Other (specify): Electronic Records			
11. File is Used		12. File Becc	omes Inactiv	e After		
☐ Daily ☐ Weekly ☒ Monthly ☐	Annually	Number	☐ Month	(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room	n)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
8250 Old Montgomery Road, Columbia, MD	-	☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
☐ Yes No	⊠ None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain t	18. Recomm	ended Rete	ntion			
describe requirements			s permanently in the County's Records & Information system			
Yes No	and forw	ard copies t	o MSA every five (5) years.			
19. Name and Title of Preparer	20. Telephone	Number		21. Date		
Stephanie Millar, Admin Support Tech	410-880-5	807		March 14, 2014		

Instructions –Type or Print a separate form	DEPARTMENT OF	F GENERAL SERVICES		AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	CORDS MANAGEMENT DIVIS 75 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930		PAGE 2 OF 8		
Department/Agency Howard County Government / DPW	Division Department of Pu	ublic Works		3. Unit Bureau of Utilities		
DEFINITION: RECORD SERIES - A group of	related records norma	ally filed and use	ed as a unit	for reference as well as retention and disposition purposes.		
Record Series Title Water and Sewer Master Plan			5. Earlies	st Year/Latest Year 1999 to Present		
Record Series Description (Briefly describe Draft documents, computations, routine, and			forms found	in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	9		
Letter Size Microfilm	Alphabetical		2,000 Number			
Legal-Size Computer Tape	Numerical		File Draw	1000		
Audio Tape Floppy Disk			Compute			
☑ Bound Book ☐ Video Tape	Geographical	×	☑ Other (st	pecify). Books and Electronic Records		
Other (specify) Electronic Records	Other (specify)		10. Annua	10. Annual Accumulation		
			500 Number File Draw	500 Sept. 1		
		or		☐ Computer Tape(s) ☐ Other (specify): Electronic Records		
11. File is Used		12. File Becc	mes Inactiv	e After		
☐ Daily ☐ Weekly ☐ Monthly	Annually	NA Number	Month	o(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Roo	1000 P	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
8250 Old Montgomery Road, Columbia, MD	Storage Room)	☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
☐ Yes ☑ No	None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain	18. Recommended Retention					
describe requirements ☐ Yes ☑ No	Retain draf versions.	t documents	s until final versions are created, then destroy the draft			
	Retain all o	ther records	s permanently in County's Records & Information			
		Management system and transfer to MSA every five (5) years.				
19. Name and Title of Preparer	20. Telephone			21. Date		
Stephanie Millar, Admin Support Tech	807		March 14, 2014			

Instructions –Type or Print a separate form	DEPARTMENT OF	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930		PAGE3 OF8		
Department/Agency Howard County Government / DPW	Division Department of Pu	ublic Works		3. Unit Bureau of Utilities		
DEFINITION: RECORD SERIES - A group of	related records norma	ally filed and use	ed as a unit	for reference as well as retention and disposition purposes.		
Record Series Title Pre-Treatment Documents			5. Earlies	st Year/Latest Year 2008 to Present		
Record Series Description (Briefly describe Includes monitoring data, quarterly reports			forms found	in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 1,050 Number			
Legal Size Computer Tape	☐ Numerical			ver(s)		
Audio Tape Floppy Disk	Chronological		☐ Microfilm ☐ Compute			
☐ Bound Book ☐ Video Tape	Geographical		Other (sp	r (specify)Electronic Records		
Other (specify)Electronic Records	Other (specify)		10. Annua 30 Number			
			File Drav Microfilm Compute Other (sp	Reel(s)		
11. File is Used		12. File Becc	mes Inactiv	re After		
☐ Daily ☐ Weekly ☒ Monthly 【	Annually	80 Number	☐ Month	Monitoring Data		
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record	d Series Du	plicated Elsewhere? (If yes, specify agency or office.)		
8900 Greenwood Place, Savage MD (Pretrea	⊠ Yes □ No Maryland Department of Environment					
15. Access Restrictions (If Yes, cite Law(s) 8 ☐ Yes ☑ No	16. Audit Requirements □ None ☑ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain describe requirements ☐ Yes ☑ No	Records	Il document	ention s (except monitoring data) permanently in the County's on system and forward copies to MSA every five (5) years. ata for eighty (80) years in active file, and then destroy.			
19. Name and Title of Preparer	20. Telephone 410-880-5			21. Date		
Stephanie Millar, Admin Support Tech	807		March 14, 2014			

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Instructions –Type or Print a separate form	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	RDS MANAGEMENT DIVI Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930		PAGE4 OF8		
Department/Agency Howard County Government / DPW	Division Department of Propertment of Prop	ublic Works		3. Unit Bureau of Utilities		
DEFINITION: RECORD SERIES - A group of	related records norm	ally filed and use	ed as a unit	for reference as well as retention and disposition purposes.		
Record Series Title Construction Management – (a) Capital Proje (b) Developer Agreement Documents	ct Facility/Documents	Plans/Specs,	5. Earlies	st Year/Latest Year 2005 to Present		
Record Series Description (Briefly describe Project files related & both Capital & Develop				I in the series. Include the purpose or function of the series.) d files.		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	е		
☐ Letter Size ☐ Microfilm	Alphabetical		7,500 Number			
☑ Legal Size ☐ Computer Tape	Numerical		File Drav	100 100		
☐ Audio Tape ☐ Floppy Disk	Chronological		Compute			
☐ Bound Book ☐ Video Tape	Geographical					
Other (specify): Electronic Records	Other (specify)	By Project	10. Annua 1,000 Number	-		
				wer(s) n Reel(s) er Tape(s) pecify): Electronic Records		
11. File is Used		12. File Beco	mes Inactiv	ve After		
⊠ Daily	Annually	80 Number	☐ Month	n(s) Year(s) (Item B - Developer Agreements)		
13. Current Location(s) (Bldg., Floor, Ro		14. Is Record	Series Du	plicated Elsewhere? (If yes, specify agency or office.)		
8250 Old Montgomery Rd., Columbia, MD (F	ile Storage Room)	☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) 8	k Regulation(s)	16. Audit Requirements				
☐ Yes	⊠ None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain	18. Recomm					
describe requirements		VOICE 1	ently in County's Records & Information Management system pies every five (5) years to MSA.			
Yes 🛛 No			80) years, and then destroy.			
19. Name and Title of Preparer	20. Telephone	Number		21. Date		
Stephanie Millar, Admin Support Tech	807		March 14, 2014			

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RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Manyland 20794 10. Department/Agency 1. Department/Agency 2. Division Department of Public Works Bureau of Utilities Department of Public Works Series Tile Plant Final Effluent Flow Meters S. Earliest Year/Latest Year 2011 to Present S. Earliest Year/Latest Yea	Instructions –Type or Print a separate form	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
Department/Agency	for each new or revised record series.	RECORDS MAN	IAGEMENT DIV	ISION			
1. Department/Agency Howard County Government / DPW 2. Division Department of Public Works 3. Unit Bureau of Utilities DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Plant Final Effluent Flow Meters 5. Earliest Year/Latest Year 2011 to Present 6. Record Series Description (Sirelfy describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s) List all Letter Size Microfilm Agrabetical Number	997/W.Caragovicia 201 Villa			275	PAGE 5 OF 8		
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Plant Final Effluent Flow Meters 5. Earliest Year 2011 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s) List all 8. Record Series Sequence Alphabetrical Numerical List alse Size Computer Tape Alphabetrical Corrondegical Corronde	(DGS 550-1)		2.73		0		
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Plant Final Effluent Flow Meters 5. Earliest Year 2011 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s) List all Alphabetical Author Tape Alphabetical Corronological Corron	1 Department/Agency	2 Division			3. Unit		
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Plant Final Effluent Flow Meters 5. Earliest Year/Latest Year 2011 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s) List all 8. Record Series Sequence Alphabetical Numerical Pis Dawer(s) Numerical Numerical Pis Dawer(s) Numerical Numerical Pis Dawer(s) Numerical Numeric			ublic Works				
S. Earliest Year/Latest Year 2011 to Present							
Plant Final Effluent Flow Meters 2011 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s)		related records norma	ally filed and use	ed as a unit	for reference as well as retention and disposition purposes.		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s) List all A Record Series Sequence 9. Volume 1. Number 1. Numb				5. Earlies	3. 1. 4. 4. 1. 1. 4. 4. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.		
Calibration of the plant effluent flow meters. The calibration and methods are to verify the meters are reading correctly. 7. Record Series Format(s) List all	Plant Final Emuent Flow Meters				2011 to Present		
7. Record Series Format(s) List all Alphabetical	6. Record Series Description (Briefly describe	e the types of informat	tion/documents/f	forms found	in the series. Include the purpose or function of the series.		
Letter Size Microfilm Alphabetical Number Number Number	Calibration of the plant effluent flow	meters. The calibration	on and methods	are to verify	the meters are reading correctly.		
Letter Size Microfilm Alphabetical Number							
Leter Size Microfilm Alphabetical Number Number	7. Record Series Format(s) List all	8. Record Serie	es Sequence				
Audio Tape Floppy Disk Geographical Geographical Geographical Other (specify) Bound Book Other (specify) Other (specify) Bound Book Other (specify) Other (sp	□ Letter Size □ Microfilm	Alphabetical		-			
Audio Tape Floppy Disk Chronological Computer Tape(s) Comput	Legal Size Computer Tape	☐ Numerical		File Draw	ver(s)		
Cither (specify) Bound Book Video Tape Cither (specify)							
Other (specify)	Audio Tape			1000			
Cite (specify) Number Number	Bound Book	Geographical		10. Annua	al Accumulation		
File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	Other (specify)	Other (specify)		_			
Microfilm Real(s) Computer Tape(s) Other (specify)				Number			
Computer Tape(s) Cither (specify)				100 To 10	1,000		
11. File is Used Daily Weekly Monthly Annually Monthly Monthly				Computer Tape(s)			
Daily Weekly Monthly Annually 80 Number Month(s) Year(s)				☐ Other (sp	ecity)		
Daily	11. File is Used			mes Inactiv	e After		
13. Current Location(s) (Bldg., Floor, Room) 8900 Greenwood Place, Savage MD, Pretreatment Facility - Supervisor's Office located in the Maintenance Building 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes □ No □ None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Retain for eighty (80) years, and then destroy.	Daily Weekly Monthly	Annually	_				
8900 Greenwood Place, Savage MD, Pretreatment Facility - Supervisor's Office located in the Maintenance Building 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes □ No □ None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Retain for eighty (80) years, and then destroy.			110111001		(4)		
Supervisor's Office located in the Maintenance Building 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Retain for eighty (80) years, and then destroy.	13. Current Location(s) (Bldg., Floor, Ro	om)	14. Is Record	Series Dup	licated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ None ☐ State ☐ Federal ☐ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Recommended Retention Retain for eighty (80) years, and then destroy.			☐ Yes ☑ No				
☐ Yes ☐ None ☐ State ☐ Federal ☐ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain for eighty (80) years, and then destroy.			16 Audit Red	nuirements			
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain for eighty (80) years, and then destroy.		r rogulation (o)			*		
describe requirements Retain for eighty (80) years, and then destroy.	Yes No		☐ None ⊠	State Fee	deral Independent		
describe requirements Retain for eighty (80) years, and then destroy.	17. Is an Index System used? If yes, explain	18. Recomm	ended Rete	ntion			
☐ Yes ☐ No Retain for eighty (80) years, and then destroy.			eronive trai di dizibile				
	Yes No	Ret	ain for eight	ty (80) years, and then destroy.			
					, , , , , , , , , , , , , , , , , , , ,		
19. Name and Title of Preparer 20. Telephone Number 21. Date		3					
Stephanie Millar, Admin Support Tech 410-880-5807 March 14, 2014	Stephanie Millar, Admin Support Tech	410-880-5	807		March 14, 2014		

The part new or revised record series. Forward with Records Seriestion Schedule (DGS 550-1) Second Seriestion Second Seriestion Second Series Second Second Series Second Se	Instructions –Type or Print a separate form	DEPARTMENT OF	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
Forward with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 1. Department/Agency Howard County Government / DPW 2. Division Department of Public Works DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title EPA Reports – (a1) 503 Regulations / Class A: Pasteurized 5. Earliest Year/Latest Year 2008 Discharge Monitoring Report (DMR) forms that consist of annual studge production and disposition purposes. 6. Record Series Description (Briefly describe the types of information/documentat/forms found in the series. Include the purpose or function of the series.) Studge Discharge Monitoring Report (DMR) forms that consist of annual studge production and disposition purposes. 7. Record Series Description (Briefly describe the types of information/documentations found in the series. Include the purpose or function of the series.) Studge Discharge Monitoring Report (DMR) forms that consist of annual studge production and disposed. Submitted to EPA annually. 7. Record Series Format(s) List all Learn Size Morettin Alphabetical Numerical Series Sequence Seri							
Description							
1. Department/Agency			Marie Colonia Marie Caracter Sections		PAGE6 OF8		
Department of Public Works Bureau of Utilities	,				7 - 2		
Department of Public Works Bureau of Utilities	1 Department/Agency	2 Division			2 Hoit		
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title			ublic Works				
S. Earliest Year 2008 to 2013	Floward County Government/ DF VV	Department of Pi	ublic VVOIKS	-	Bureau or Othines		
EPA Reports - (a1) 503 Regulations / Class A: Pasteurized 2008 to 2013 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sludge Discharge Monitoring Report (DMR) forms that consist of annual sludge production and disposed. Submitted to EPA annually. 7. Record Series Format(s) List all	DEFINITION: RECORD SERIES - A group of	related records norm	ally filed and use	ed as a unit	for reference as well as retention and disposition purposes.		
8. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Sludge Discharge Monitoring Report (DMR) forms that consist of annual sludge production and disposed. Submitted to EPA annually. 7. Record Series Format(s) List all 8. Record Series Sequence Aphabetical	4. Record Series Title			5. Earlies	st Year/Latest Year		
Sludge Discharge Monitoring Report (DMR) forms that consist of annual sludge production and disposed. Submitted to EPA annually. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume 1. Number 1.	EPA Reports - (a1) 503 Regulation	s / Class A: Pasteuri	zed		2008 to 2013		
7. Record Series Format(s) List all Letter Size Microfilm Alphabetical Number	6. Record Series Description (Briefly describe	the types of information	tion/documents/	forms found	in the series. Include the purpose or function of the series.)		
Letter Size Microfilm Alphabetical Numerical Numerical Numerical Numerical Microfilm Reel(s) Computer Tape Floppy Disk Computer Tape(s) Compu	Sludge Discharge Monitoring Repor	(DMR) forms that co	onsist of annual	sludge prod	uction and disposed. Submitted to EPA annually.		
Letter Size Microfilin Alphabetical Number Number	7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	3		
Legal Size Computer Tape Numerical Chronological Chr		☐ Alphabetical		_			
Audio Tape Floppy Disk Chronological Computer Tape(s) Computer Tape(s) Chronological Chronolog	□ Letter Size	Aphabetical		Number			
Audio Tape Floppy Diak Geographical Geographical Other (specify) 10. Annual Accumulation 2. Number Floppy Diak Other (specify) 10. Annual Accumulation 2. Number Flop Drawer(s) Microfilm Real(s) Other (specify) Folders Floppy Diak Folders Floppy Diak Folders Floppy Diak Folders Floppy Diak Fl	Legal Size Computer Tape	Numerical					
Geographical Cither (specify) Fibi Drawer(s) Microflim Real(s) Computer Tape(s) Cither (specify) Folders	☐ Audio Tape ☐ Floppy Disk	Chronological		Compute	Computer Tape(s)		
Other (specify) 2 Number	☐ Bound Book ☐ Video Tape	Geographical		Other (st	r (specify)		
Number	Other (exerify)	Other (specify)			Annual Accumulation		
Microfilm Reel(s) Computer Tape(s) Other (specify) Folders	Guiei (specify)			-			
Microfilm Reel(s) Computer Tape(s) Other (specify) Folders				□ Eile Deeu	in the last of the		
11. File is Used 12. File Becomes Inactive After 80 Number Month(s) Year(s)		-					
11. File is Used Daily Weekly Monthly Annually Monthly Monthly							
Daily Weekly Monthly Annually 80 Number Month(s) Year(s)				Other (sp	pecity)Folders		
Daily Weekly Monthly Annually Number Month(s) Year(s)	11. File is Used		12. File Becc	mes Inactiv	e After		
13. Current Location(s) (Bldg., Floor, Room) 8900 Greenwood Place, Savage MD (Administration Building) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 16. Audit Requirements None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 18. Recommended Retention A Retain all documents for eighty (80) years and then destroy.			80				
8900 Greenwood Place, Savage MD (Administration Building) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	Daily Weekly Monthly	Annually	Number	☐ Month	(s) Year(s)		
8900 Greenwood Place, Savage MD (Administration Building) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Record	d Series Dur	blicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes □ No □ □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes □ No □ Retain all documents for eighty (80) years and then destroy. □ Yes □ No □ Name and Title of Preparer □ 20. Telephone Number □ 21. Date	6 2						
Yes None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No	30 866 1. 990						
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes □ No 18. Recommended Retention a) Retain all documents for eighty (80) years and then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date	15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
describe requirements A Retain all documents for eighty (80) years and then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date	Yes No	⊠ None □	State Fee	deral Independent			
describe requirements A Retain all documents for eighty (80) years and then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date	17 Is an Index System used? If you explain	19 Bosomm	anded Bate	ation			
a) Retain all documents for eighty (80) years and then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date							
19. Name and Title of Preparer 20. Telephone Number 21. Date		a) Ref	tain all docu	ments for eighty (80) years and then destroy.			
	☐ Yes ☑ No						
Stephanie Millar, Admin Support Tech 410-880-5807 March 14, 2014	19. Name and Title of Preparer	20. Telephone	Number		21. Date		
ı ı	Stephanie Millar, Admin Support Tech	410-880-5	807 March 14, 2014				

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Instructions –Type or Print a separate form	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MAN					
Forward with Records Retention Schedule	7275 Waterloo	Road, P.O. Box	275			
(DGS 550-1)	Jessup, N	Maryland 20794		PAGE7 OF8		
4	410)-799-1930	3			
Department/Agency	2. Division			3. Unit		
Howard County Government / DPW	Department of Po	ublic Works		Bureau of Utilities		
	related records norma	ally filed and use		for reference as well as retention and disposition purposes.		
4. Record Series Title	- / Cl D. I i Ct-	L111	5. Earlies	st Year/Latest Year		
EPA Reports – (a2) 503 Regulation	s / Class B: Lime Sta	ibilized		1973 to 2013		
6. Record Series Description (Briefly describe	the types of information	tion/documents/	forms found	in the series. Include the purpose or function of the series.)		
Sludge Discharge Monitoring Report	t (DMR) forms that co	onsist of annual	sludge prod	uction and disposed. Submitted to EPA annually.		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume			
☑ Letter Size ☐ Microfilm	Alphabetical		4 Number			
	Numerical		M File Draw	and a		
Legal Size Computer Tape	Numerical			File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	□ Chronological			Computer Tape(s)		
☐ Bound Book ☐ Video Tape	Geographical		Other (sp	ner (specify)		
	Other (specify)		10. Annua	10. Annual Accumulation		
Other (specify)	Guier (specify)		2 Number			
				File Drawer(s) Microfilm Reel(s)		
3			Computer Tape(s)			
			Other (specify)File Folders			
11. File is Used	1	12. File Becc	mes Inactiv	re After		
☐ Daily ☐ Weekly ☐ Monthly ☐	7.	80				
☐ Daily ☐ Weekly ☐ Monthly	Annually	Number	☐ Month	n(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Roc	nm)	14 la Basar	d Carica Du	plicated Elegubers? (If yes appoint agapta or office)		
	14/	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
8900 Greenwood Place, Savage MD (Admini	stration Building)	Yes No				
15. Access Restrictions (If Yes, cite Law(s) 8	16. Audit Requirements					
☐ Yes No	M None C	l State	deral Independent			
Tres Mino	None L	State Fe	derai 🔲 independent			
17. Is an Index System used? If yes, explain	18. Recomm	ended Rete	ention			
describe requirements						
Yes No	a) Retain a	iii document	ts for eighty (80) years and then destroy.			
19. Name and Title of Preparer	20. Telephone	Number		21. Date		
Stephanie Millar, Admin Support Tech	410-880-5	807		March 14, 2014		
Stophanio Miliar, Admin Support 1801	410-000-0	551		Maion 17, 2017		

Instructions –Type or Print a separate form	DEPARTMENT OF	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	RDS MANAGEMENT DIVIS Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930		PAGE 8 OF 8		
Department/Agency Howard County Government / DPW	Division Department of Propertment of Prop	ublic Works		3. Unit Bureau of Utilities		
DEFINITION: RECORD SERIES - A group of	related records norm	ally filed and use	ed as a unit	for reference as well as retention and disposition purposes.		
Record Series Title EPA Reports – (b) National Pollutant Dischard Sludge Discharge Monitoring Report (DMR)	ge Elimination System	ns (NPDES) -	5. Earlies	st Year/Latest Year 2005 to Present		
I D DOOR TO DOOR PROPERTY TO SEE TO DOOR TO DO				in the series. Include the purpose or function of the series.) luction and disposed. Submitted to EPA annually.		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	Э		
☐ Letter Size ☐ Microfilm	Alphabetical		2 Number	19.		
Legal Size Computer Tape	Numerical		File Drav			
Audio Tape Floppy Disk				uter Tape(s)		
☑ Bound Book ☐ Video Tape	Geographical			hther (specify)		
Other (specify)	Other (specify)	Other (specify)		Annual Accumulation Iumber		
			File Drav Microfilm Compute Other (sp	n Reel(s) er Tape(s)		
11. File is Used	☑ Annually	12. File Beco	☐ Month			
13. Current Location(s) (Bldg., Floor, Ro 8900 Greenwood Place, Savage MD (Admin Main File Drawer)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No					
15. Access Restrictions (If Yes, cite Law(s) & □ Yes □ No	16. Audit Requirements □ None ☑ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain describe requirements ☐ Yes ☐ No	Recommended Retention By Retain reports for ten (10) years in active file or until all audit requirements are completed and then destroy.					
19. Name and Title of Preparer 20. Telephone Number Stephanie Millar, Admin Support Tech 410-880-5807				21. Date March 14, 2014		